



Farmington Parks and Recreation

ATHLETIC FIELD USE COMPREHENSIVE POLICY

Policy: **ATHLETIC FIELD USE**

Purpose: This Athletic Field Use Policy was developed to manage Farmington City Parks and Recreation athletic Fields in a manner that assures equitable distribution and maximum use of facilities by the public. Further, these policies are intended to promote the open enjoyment by the public and encourage use for general recreational play.

Objectives

Maintain and implement the Parks and Recreation Master Plan, increasing City owned properties, programs and resources as planned.

Develop, plan and implement diversified year round recreational opportunities and programs for the citizens of Farmington that will enhance their quality of life.

Serve the Youth & Adults of Farmington by keeping in mind the true attitude of recreational sports. Pass on to coaches and parents their obligation to promote sportsmanship.

Follow contemporary and innovative landscape, field maintenance, custodial practices and procedures by well-trained staff using proper and well cared for equipment and materials.

Work to the benefit of all City departments through the cooperative use of employees, volunteers, equipment and other City resources.



Table of Contents

Section 1.	Overview	4
Section 2.	Scheduling Procedures and Requirements (league, tournaments, games, and practices)	4
Section 3.	Priorities.....	6
Section 4.	Field Types, Season Descriptions.....	6
Section 5.	Fees and Charges	6
 Appendices		
Appendix A.	Definitions	9
Appendix B.	Rules and Regulations	10
Appendix C.	Fees and Charges	13
Appendix D.	Field Descriptions.....	14
Appendix E.	Special Use Permit	15



Policy Requirements:

Section 1. Overview

This Athletic Field Use Comprehensive Policy is intended to provide clear rules and guidelines for the equitable distribution and maximum use of facilities by the public, define allowable uses consistent with facility design and intent, and establish priorities for scheduling and types of use.

This is accomplished by:

1. Identifying facility scheduling procedures and policies.
2. Managing the limited number of athletic fields in a fair and equitable manner by defining users and establishing priorities.
3. Defining rules and regulations regarding use.
4. Identifying available fields and dates of usage.
5. Determining, scheduling and completing preventative field maintenance in a manner that best protects user safety and long term field conditions.

Section 2. Scheduling Procedures and Requirements (league, tournaments, games)

1) Application Dates

- a) Spring, Summer and Fall Use Only – The application can be turned in one year prior to the scheduled event date. Then the applications will be reviewed after Farmington City Parks and Recreation staff had determined City program dates and usage of the fields.
- b) All will be considered on a first come first serve basis and in accordance with other procedures outlined in this policy.

2) Application Requirements

- a) Special use applicants shall submit a Special Use Permit Request Form, Certificate of Insurance, and a schedule request to the Parks and Recreation Staff.
- b) Applications made for an organization must be made by league president or designated representative. Applications made for individual teams must be made by the head coach.
- c) All organizations and leagues shall secure and maintain, at no expense to Farmington Parks and Recreation, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Utah. Under such insurance:
 - i) Farmington City shall be identified as an additional named insured;
 - ii) Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage;
and
 - iii) **INSURANCE VERIFICATION** is required at the time of application submittal. The organization, league coordinator or president shall, at the time of application submittal, file with Farmington City a certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.
- d) Tournament requests must be in writing and accompanied with a Special Use Permit Request Form and Certificate of Insurance. Insurance requirements are defined above.

***For Scheduled practices or scrimmage games, for volunteer coaches, no Special Use Permit or Insurance required – Must pay fee rental.**

3) Limitations

- a) Farmington Parks and Recreation reserves the right to limit the amount of play permitted on athletic fields.
- b) Farmington Parks and Recreation reserves the right to limit fields to game only locations.
- c) Scheduled games shall have priority for use of the field over practice. Makeup games can displace practices. Farmington Parks and Recreation reserves the right to make final decision.
- d) Farmington Parks and Recreation also reserves the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to turf. Wear factors include:
 - a) Size, age, and number of users
 - b) Type of use
 - c) Frequency of use
 - d) Weather conditions
 - e) Type of sports equipment used

4) Notices

- a) Farmington Parks and Recreation Staff will assign game locations and times in conjunction with submitted requests. Users must meet requirements as outlined within this document. Allocations for games are based on the total number of requests received, availability, and priority outlines. Assignments accepted may be charged to the league, used or not. When possible, openings will be offered to other leagues on a priority basis as defined within the Priority definitions of each park locations' policies.
- b) Sundays can only be scheduled upon approval of Farmington Parks and Recreation.
- c) When possible, confirmation of field use will be delivered one week prior to league start date.
- d) Additional field requests associated with leagues, organized play, and community requests will be considered based upon field availability. Farmington Parks and Recreation shall have the authority to approve or deny specific requests.
- e) Field users shall provide Farmington Parks and Recreation with a schedule of their league activities and contact names and numbers.
- f) Team or organization schedulers are required to give sufficient 7 day notice when requesting in-season changes in a request for field usage time. Deletion of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to book the field.

Section 3. Priorities

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum age) and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap.

Farmington Parks and Recreation will consider the primary and secondary designed uses for fields when considering assignment of priorities for use of it fields. The following are the priority for use applications:

1. Farmington Parks and Recreation sponsored programs and events



2. Farmington Parks and Recreation Co-sponsored programs and events
3. Davis School District programs
4. Then First Come First Serve by request

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Section 4. Fees and Charges

Fees and charges may be assessed for use of any park to help partially offset administrative, park operational, and/or replacement costs. Fees are subject to change based upon future sports equipment and maintenance needs. The fee schedule for athletic fields is attached as appendix C.

1. Farmington Parks and Recreation reserves the right to increase field usage fees when the City may incur additional cost.
2. Final payment for field use is due in advance or within 30 days of billing at the discretion of the City. A statement of charges will define when payment is due. Payment not received within a timely fashion will affect requests for the following year. Credits/Deposits on account will be applied on billing statement.
3. Cancellation of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to schedule the field.
Tournaments must be cancelled 120 days before event in order to receive a full refund. Within 120 day the deposit a fees paid are not refundable
4. **RAINOUTS:** Fees will be waived for games that are rained out by the City and/or cancelled by the league official. Games that have been prepped for that are then cancelled by the league may be charged a normal (or partial) game fee to the league.

For further assistance and field reservations, call Farmington Parks and Recreation at 801-451-0953. All calls pertaining to scheduling should be made between 8:00 a.m. – 5:00 p.m., Monday through Friday.

Appendices

- A. Definitions
- B. Rules and Regulations
- C. Fees and Charges
- D. Field Descriptions
- E. Special Use Permit Request Form

Appendix A

Definitions



These definitions are intended to provide the public with clarification regarding the terms contained within this policy document for the purposes of ensuring fair, consistent, appropriate use of Park Athletic Facilities.

City – Farmington Parks and Recreation.

Sponsored City Programs – Programs directly operated and managed by Farmington Parks and Recreation.

Co-sponsored City Programs – Programs not directly operated and managed by Farmington Parks and Recreation but officially co-sponsored.

School District Programs – These are interscholastic or intramural activities directly managed by the Davis School District

Appendix B

Rules and Regulations

Individual rules may apply to specific fields. Rules and regulations for specific fields are outlined in the main policy document.

1. *ALCHOLIC BEVERAGES, SMOKING AND VAPING ARE NOT ALLOWED AT ANY PARKS AND RECREATION FACILITIES OWNED BY FARMINGTON CITY AT ANY TIME.*
2. Users should respect field maintenance personnel.
3. Farmington Parks and Recreation reserves the right to limit the amount of play permitted on sport fields.
4. City fields will be available for use, weather permitting, according to the POSTED availability schedule.
5. Teams may not use fields unless approved and pre-scheduled for games.
6. Individual or small-group walk-in play is not permitted on fields which have been prepped or scheduled for games.
7. Fields used for league games use will be maintained at game standards.
8. Sufficient time slots determined by Farmington Parks and Recreation are required between game uses to allow for maintenance requirements. Elimination or reduction of this time buffer is at the sole discretion of City personnel.
9. There is to be no use after dusk on unlit fields.
10. No scheduled Sunday games. Unless approved by Farmington Parks and Recreation.
11. League coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of Farmington Parks and Recreation field usage policies regarding field rentals and usage.

12. Football/Soccer Use - Fields for practice sessions *WILL NOT* be lined, users are encouraged to rotate practices around fields to alleviate wear patterns. AT NO TIME IS A FIELD USER TO MAKE ANY TYPES OF REPAIRS OR ALTERATIONS TO EXISTING FIELD CONDITIONS; NO EXCEPTIONS.
13. Maintenance personnel have final say on field playability and safety during inclement weather conditions; NO EXCEPTIONS.
14. PORTBALE SOCCER GOAL POSTS ARE NOT TO BE MOVED OR ALTERED IN ANYWAY; NO EXCEPTIONS. Nets must be taken down each night. Parks and Recreation staff are solely responsible for moving goal posts.
15. Climbing on fences, backstops, dugouts, or soccer goals is not permitted.
16. **Field Closure/Rainouts** – During periods of inclement weather, field closures may result as determined by Farmington Parks and Recreation personnel. Closures may also result from poor playing conditions or damage which could create hazardous safety conditions for the public and/or excessive repair work to bring the field back to a playable condition. It is the user organization's responsibility to obtain field closure information. Call (801) 451-0953 or www.farmington.utah.gov for an up-to date report on field closures. Fees will be waived for games that are cancelled by the City. Games for which fields have been prepped that are then cancelled by the league may be charged the normal or partial game fee.
17. If a field is rained out, no practice is allowed; NO EXCEPTIONS!
18. **Field Closure/Rescheduling** – It is the organization's responsibility to contact the scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.
19. In case of athletic field emergencies (such as no one present to turn lights on, sprinklers coming on, too many teams assigned to one field, etc.) on weekdays before 5 p.m., please contact Farmington Parks and Recreation at (801) 451-0953. After 5 p.m. weekdays and all day Saturdays, and holidays, please contact the person **On Call** at (801) 451-4150. *These numbers are for emergency use only.*
20. Leagues and Tournament Directors are responsible to ensure individual teams clean up their respective soccer fields.
21. *Leagues, tournament Directors, and coaches are responsible for the behavior of those participating and observing their events.*
22. Managers/Coaches are required to carry their approved field usage request to the field for practices for verification.
23. Observe all park rules. When driving through park parking lots (speed limit – 15 mph), please be especially watchful for children and obey speed limits.



24. Farmington Parks and Recreation is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, safely, lock your car doors, and keep valuables out of sight or at home.
25. Cars improperly parked may be towed. No driving on sidewalks or grass without permission from Farmington City Parks and Recreation Staff.

Appendix C

Fees and Charges

Fees and charges are adopted by separate resolution of the Farmington City Council. The attached fees may be changed at any time. The fees listed below may not be the most recent fee schedule. Check with the field scheduler to determine the most recent fee schedule.

ATHLETIC FIELDS AND COURTS ARE AVAILABLE FOR RENT AT THE FOLLOWING RATES.

All Patrons and Organizations

Soccer field Lay-out (one field)	\$100.00/One Time
Soccer weekly maintenance (one field)	\$60.00/If Needed
Field Rental-Soccer/Other	\$15.00/field/hour
Soccer field/goals set-up	\$40.00 If Needed
Soccer nets rental	\$25.00 If Needed per net per day
Baseball (one field)	\$30.00 for first 2 hours/ \$10 for next 2 hours
Baseball field – max per day	\$100 – plus lights
Baseball Field Prep (one field)	\$25.00 per request
Baseball mound rental/pitching machine	\$25 set up fee
Baseball Softball homerun fence setup	\$100 per field
Baseball/Softball Lights	\$10 per hr/must have rental in order to get lights
Upstairs use of crow's nest (Site Supervisor)	\$15 per hour per field (City Staff)
Crow's nest City Staff (scoreboards)	\$10 per hour per field
Tennis/Pickleball/Volleyball Courts	\$10 per court for 2 hrs
Shepard Park Tennis (all four courts)	\$250 per day
Station Park Fields Complex (4 fields) tournament	\$500 plus deposit and prep fees (if prepped more than once per field)

Reservation deposit

Single use event or League (season)	\$50.00
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Tournament or other large scale event

\$250.00

Due with application and will be applied to event rental charges. This deposit is refundable if you leave the facility the way you found it and clean up after yourself.

Tournaments must pay reservation deposit and 25% of the total fee in order to reserve the facility

Please Note:

1. Farmington Parks and Recreation are the only authorized organization to prepare fields and will only prepare, maintain and set up fields under use by Farmington City programs or are maintained by Farmington City.
2. Any unauthorized use of fields may be subject to a **\$100.00** fine and the team in violation and the league or association may be suspended from further field use.
3. A written application must be submitted and approved through the Farmington Recreation office a minimum of 2 weeks prior to any use.
4. Users are expected to leave fields clean and in good condition. A charge will be billed to the responsible party for any required cleaning or repair.
5. All play must be completed, and lights turned off before 10:00 PM. (South Park & Forbush Park) 11:00 PM Shepard Park & Station Park Fields (Regional Park)



Farmington City Parks
Special Use Permit

Three working days will be needed to consider your Special Use Application.

1. Name of Responsible Party _____
2. Organization (if any) _____
3. Applicant's Mailing Address _____
City _____ State _____ ZipCode _____
4. Applicant's Phone Number _____
5. Special Use Requested:
 - ☐ Use of amplified sound (\$25.00/Hr.) Site Supervisor will be present. Amplified sound will be shut off at 10pm.
 - ☐ Band groups. (\$100.00) The time limitation for band groups authorized by Special Use Permits except for City-Sponsored events shall not exceed two hours.
 - ☐ Use of City athletic field lights (\$10.00/hour)
 - ☐ Electricity for WOODLAND LAWN area (\$25.00)
 - ☐ Use of bounce houses, dunk tanks, or other amusement devices (\$25.00 each)*
 - ☐ Food Trucks (\$25.00 each as well as \$100.00 deposit per truck)
 - ☐ Animal show (\$25.00)
 - ☐ Groups with over 300 participants (\$75.00)
 - ☐ Other special uses that may adversely affect neighboring property owners
 - ☐ Use of a city field or court for private instruction, coaching or league play; Athletic Field Use Policy applies and liability insurance required*
6. Please describe in detail the special use activity proposed: _____

7. Reservation date, time, and name of park: _____

***A copy of the company's liability insurance is required for any bounce houses, dunk tanks and the like. If you are instructing or coaching on a city field or court, a copy of your liability insurance is required as well. Email to: nthacker@farmington.utah.gov. Please ensure that the name and date associated with the reservation is included in the email.**

For City use only

- ☐ Approved
- ☐ Denied
- ☐ Approved with Conditions _____

- ☐ Extra Deposit Required \$50 Amount: _____
- ☐ Authorized Negotiable Extra Fee Amount: _____
Total due: _____

Colby Thackeray,
Parks Superintendent

Neil Miller,
Parks & Recreation Director